Time and Materials Log

Time and Materials Log

1. Job

- Provider: _____
- Provider phone: _____
- Client: _____
- Client phone: _____
- Service address: _____
- Job or work order no.: _____
- Start date: _____

2. Work Requested

3. Rates and Authorization

- Labor rate: _____
- Billing increment: _____
- Trip or service call charge: _____
- Materials: _____
- Not-to-exceed amount: _____

The client authorizes _____ to do the work above on a time and materials basis at these rates. Labor is billed from the task times in the labor log, not from total time on site. Materials are billed at receipt cost plus the markup above, and receipts are available on request. If the work will cost more than the not-to-exceed amount, the provider will stop and get the client's written approval of a new amount before going further.

CLIENT (APPROVES THE WORK AND THE RATES)

Signature

Printed Name and Date

Blank form from EosLog. Fill it in on your phone and send it as a PDF: eoslog.com/templates/time-and-materials-log

4. Labor Log

Write each task down as it happens, with its start and stop time. Bill the task time.

Date	Tech	Task or work performed	Start	Stop	Hours

5. Materials Log

One line per item, with the supplier and the receipt cost. Keep the receipts with this log.

Date	Item and supplier	Qty	Receipt cost	Markup	Billed

Blank form from EosLog. Fill it in on your phone and send it as a PDF: eoslog.com/templates/time-and-materials-log

6. Totals

Labor (total task hours x labor rate)	
Materials (billed column total)	
Trip or service call charge	
Total before tax	
Not-to-exceed amount	
Under or over the not-to-exceed amount by	

7. Completion

The client has reviewed the labor and materials logged above and accepts the work as completed.

TECHNICIAN

Signature

Printed Name and Date

CLIENT (ACCEPTS THE LOGGED TIME AND MATERIALS)

Signature

Printed Name and Date

Blank form from EosLog. Fill it in on your phone and send it as a PDF: eoslog.com/templates/time-and-materials-log